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AlaFile User Manual

Revised: 10/01/2012



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Table of Contents

Introduction	4
Getting Started	4
System Requirements	4
Initiating AlaFile	4
Logging into AlaFile	5
Registering with AlaFile	5
Special Notes about the AlaFile Registration Process	7
Navigating the AlaFile Application	9
Complaints	9
Discovery	9
Motions	9
Post Judgment	10
Miscellaneous	10
Email	10
Update Account	11
Payment Options	13
Filing Documents	18
Complaint	18
Amended Complaint	25
Answer	28
Notice of Discovery	31
Motion	34
Respond, Reply or Supplement to a Motion	39
Search Existing Motions	43
View Pending Motions	44
View Set Motions	45
View Disposed Motions	46
View All Motions	47
Notice of Appearance	48
Subpoena	51

Alias Summons	55
Proposed Order	58
Miscellaneous Document	60
Affidavit of Substantial Hardship	64
Miscellaneous	67
Contact Information	67
Website Information	67

INTRODUCTION

AlaFile is a web-based application designed to allow registered users to file and receive service copies of court documents electronically. It creates a more efficient process for filing documents with the state court system.

GETTING STARTED

System Requirements

In order to use AlaFile the user needs a computer that has the ability to connect to the internet. If your computer does not have internet access, please check with your local system administrator. That individual should be able to determine whether or not you are able to run AlaFile from your computer.

AlaFile is designed to run using Microsoft Internet Explorer 8 or 9. It is suggested that you have the latest version of Internet Explorer available for your operating system. AlaFile is **NOT GUARANTEED** to run properly when using other web browsers such as Apple Safari, Google Chrome or Mozilla Firefox.

Initiating AlaFile

To initiate AlaFile, please follow the steps below:

1. Turn on your computer by clicking the power button.
2. Once your computer is on, open an Internet Explorer browser session. To open Internet Explorer:
 - a. Locate a shortcut to the program on your desktop.

OR

- b. Go to Start (located at the bottom left of your screen on the taskbar) and
 - i. Click **Start**
 - ii. Select **All Programs**
 - iii. Select **Internet Explorer** from the list.

3. Once the Internet Explorer browser session is opened, direct your browser to the AlaFile website.

Logging into AlaFile

The AlaFile website address is <https://alafile.alacourt.gov>.



To log into AlaFile the user must first register with the application.

REGISTERING WITH ALAFILE

To register with AlaFile:

1. Click on the grey **Register** link at the top right of the AlaFile welcome page.



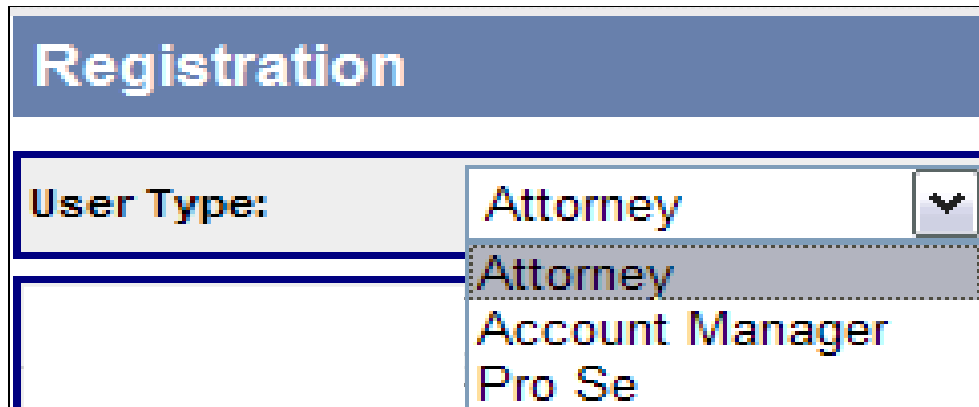
2. Completely fill in the AlaFile registration form.

Registration	
User Type:	Attorney ▼
Firm Name:	<input type="text"/>
Attorney Code:	<input type="text"/>
Retype Atty Code:	<input type="text"/>
ASB Bar ID:	ASB-____-____
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Suffix:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	AL ▼
Zip Code:	<input type="text"/>
Phone Number:	(____) ____-____
Fax Number:	<input type="text"/>
Email:	<input type="text"/>
Password:	<input type="text"/>
	Password must be a minimum of 9 characters in length, contain at least one upper case, one lower case and one number or one special character.
Retype Password:	<input type="text"/>
Cc:	<input type="text"/>
Cc:	<input type="text"/>
Cc:	<input type="text"/>
Cc:	<input type="text"/>
Cc:	<input type="text"/>
<input type="button" value="Submit"/>	

3. Click **Submit**.
4. An email confirmation will be sent to the registered email address. This email confirmation will contain a verification link. You **MUST** click that verification link in order to be able to log into AlaFile.

Special Notes about the AlaFile Registration Process

- Three types of users can register with AlaFile:



The screenshot shows a web form titled "Registration" in a blue header. Below the header, there is a section labeled "User Type:" with a dropdown menu. The dropdown menu is open, showing three options: "Attorney", "Account Manager", and "Pro Se". The "Attorney" option is currently selected and highlighted in grey.

Registration	
User Type:	Attorney ▼
	Attorney
	Account Manager
	Pro Se

1. **Attorneys.** This is the primary group of e-filers within AlaFile.
 2. **Account Managers.** This type of user will be able to log into AlaFile and generate payment history reports (firm administrators or bookkeepers).
 3. **Pro Se.** Parties that are not represented by an attorney.
- Your **Attorney Code** is issued by the Alabama Administrative Office of Courts. It is a 6 digit code, usually starting with the first three letters of your last name and ending in three numerical digits. If you do not know your attorney code, please call 1.866.954.9411, Option 1, then Option 2 (the State Judicial Information Systems {SJIS} Help Desk) or local 334.954.5000 Option 1, then Option 2.
 - Your **ASB Bar ID** is your identification number issued by the Alabama State Bar. It is an 8 digit code and can be found on your Alabama State Bar Membership Card. If you do not know your Alabama Bar ID, please call 1.800.354.6154 or local 334.269.1515.

The designated **Email** and **Password** created at the registration process is what the user will use to login to AlaFile. This information can be customized per the user's discretion.

The AlaFile password changes will be implemented in 2 phases:

Phase 1 - Effective September 24, 2012, all AlaFile users will be required to update their passwords to a 9 character password plus the parameters listed below.

- At least one upper case character
- At least one lower case character
- At least one number or one special character

NOTE: If you have already updated your password to the new 9 character password, no further action is needed at this time.

Phase 2 - At a later date, AlaFile users who file or access confidential documents will be required to enter a confidential access code in addition to the 9 character password required to access the AlaFile application.

Email:	<input type="text"/>
Password:	<input type="password"/>
Password must be a minimum of 9 characters in length, contain at least one upper case, one lower case and one number or one special character.	
Retype Password:	<input type="password"/>

The **CC** (courtesy copy) fields are email addresses of legal secretaries, paralegals or other staff that wish to receive courtesy copies of all notices served via AlaFile. When service copies are sent through the application these CC email addresses will also receive a copy.

Cc:	<input type="text"/>
Cc:	<input type="text"/>
Cc:	<input type="text"/>
Cc:	<input type="text"/>
Cc:	<input type="text"/>

NAVIGATING THE ALAFILE APPLICATION

The following section briefly describes various menu options that are currently available within AlaFile. The specific workflow processes within each menu selection are described in further detail within their respective sections.



Complaints

- *File New Complaint*
- *File Amended Complaint*
- *File Answer*
- *File Counter Claim*
- *File Cross Claim*
- *File Third Party Complaint*

Discovery

- *Notice of Discovery*

Motions

- *File New Motion*
- *Reply/Respond/Supplement to Motion*
- *Search Existing Motion*
- *View Pending Motions*
- *View Set Motions*
- *View Disposed Motions*
- *View All Motions*

Post Judgment

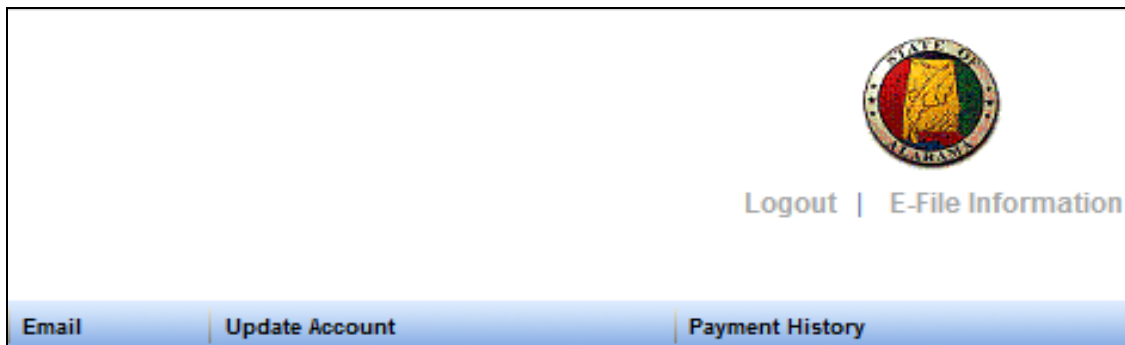
The *Post Judgment* menu (i.e. garnishments, writ of executions, etc.) is currently under development. All post judgments items (other than post judgment motion filings) should be submitted in paper to the clerk's office until they are available within AlaFile.

Miscellaneous

The *Miscellaneous* menu contains the following selections:

- *Notice of Appearance*
- *Subpoena*
- *Alias Summons*
- *Proposed Order*
- *Miscellaneous Document*
- *Affidavit of Substantial Hardship*

Email / Update Account / Payment History Options



The **Email** tab found on the main navigation bar allows the user to view service copies of court filings (e-notices) that have been sent through the application. All court e-notices are sent by AlaFile to two locations 1.) the **Email** inbox within AlaFile and 2.) the registered email account.

In the event of technical difficulties with the registered email account (i.e. spam / server issues or an account that has reached its size limit) the user will still have access to their service copies within AlaFile. In this event, the user can log into AlaFile and click on the **Email** tab to access a service copy of an electronically filed document.

Update Account

The **Update Account** tab on the main navigation bar allows the user to manage personal information such as names, addresses, email addresses, passwords, alternative email addresses, payment options and recurring parties.



Under **Update Personal Information** the user can update their personal information including name, address, phone or fax numbers. Whenever any relevant personal information changes, the user must update their information with AlaFile as required by the *Administrative Policies & Procedures for Electronic Filing*.

It is important to note that practicing attorneys will need to update their contact information with the Alabama State Bar in which the Administrative Office of Courts receives nightly updates into SJIS Mainframe (State Judicial Information Systems). That nightly update does not apply to AlaFile. To update personal information, the user should type in the updated information, then click **Submit**.

The screenshot shows a web browser window titled "Update Personal Information". Inside the window is a form titled "Update Personal Info". The form contains the following fields and values:

Field	Value
First Name:	Test
Middle Name:	
Last Name:	Account
Address:	300 Dexter Avenue
City:	Montgomery
State:	AL
Zip:	36104
Phone:	3349545000
Fax:	3349545001
Firm Name:	

A "Submit" button is located at the bottom right of the form.

Under **Change Email Address**, the user can update their account to reflect a new email address. This email address update must be done anytime the user changes email addresses pursuant to the *Administrative Policies & Procedures for Electronic Filing*.

The email address on record with AlaFile is the primary address used to provide service copies. To complete the email address change, the user must click on the confirmation link sent to the user's new email address.

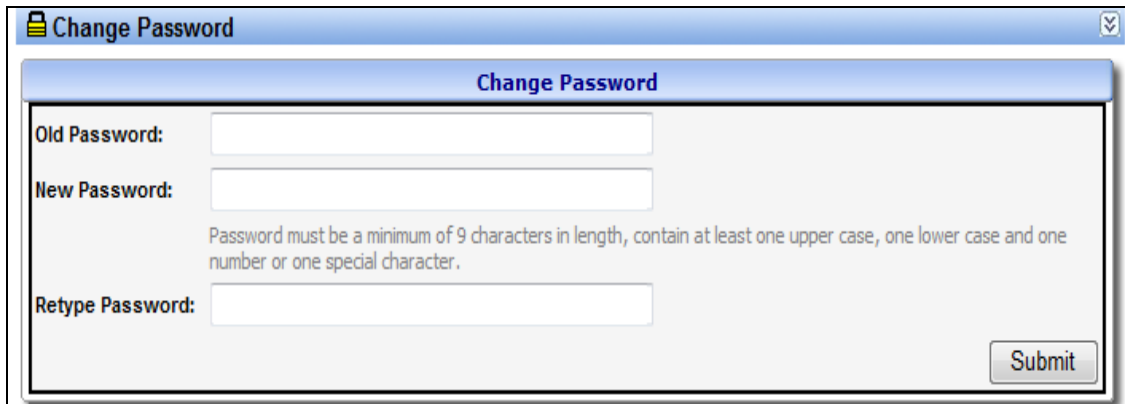
The screenshot shows a web browser window titled "Change Email Address". Inside the window is a form titled "Change Email Address". The form contains the following fields and text:

Field	Value
Old Email:	
New Email:	

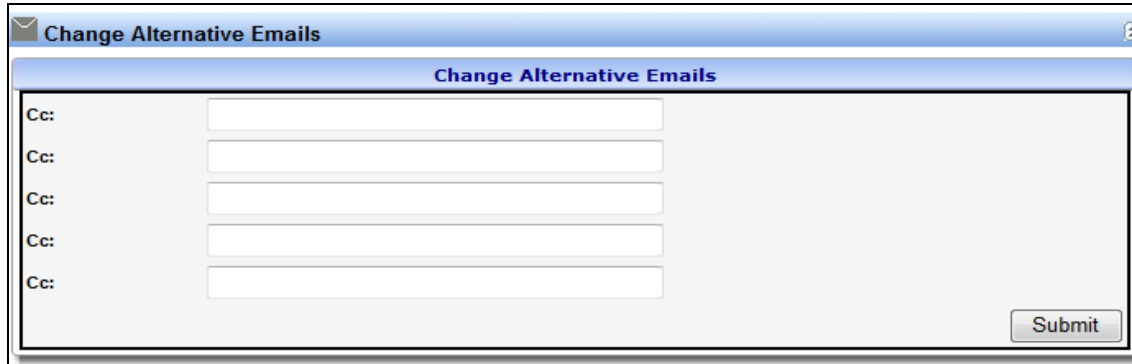
Below the fields, there is a notice: "NOTICE! You will receive a confirmation email at the new email address. You MUST click on the confirmation link contained within the email to complete the email update."

A "Submit" button is located at the bottom right of the form.

For security reasons the user may change their password anytime. Password changes must be a minimum of 9 characters in length, contain at least one upper case, one lower case and one number or one special character then clicking **Submit**.

A screenshot of a web browser window titled "Change Password". The window has a blue header bar with the title "Change Password" and a small icon on the left. Below the header, there is a form with three input fields: "Old Password:", "New Password:", and "Retype Password:". A text message below the "New Password:" field states: "Password must be a minimum of 9 characters in length, contain at least one upper case, one lower case and one number or one special character." A "Submit" button is located at the bottom right of the form.

If alternate email addresses are provided in the CC fields during the initial registration process, those email addresses are provided service copies of all emails that are sent by the application to the primary registered email address. If the user wishes to add new email addresses or change existing addresses, click **Change Alternative Emails**, type in the new email address(es) then click **Submit**.

A screenshot of a web browser window titled "Change Alternative Emails". The window has a blue header bar with the title "Change Alternative Emails" and a small icon on the left. Below the header, there is a form with five input fields, each preceded by the label "Cc:". A "Submit" button is located at the bottom right of the form.

AlaFile uses the utmost caution to protect credit card and bank information when making online payments. To ensure security, you are given the following two options:

1. **Enter** Your Payment Information:

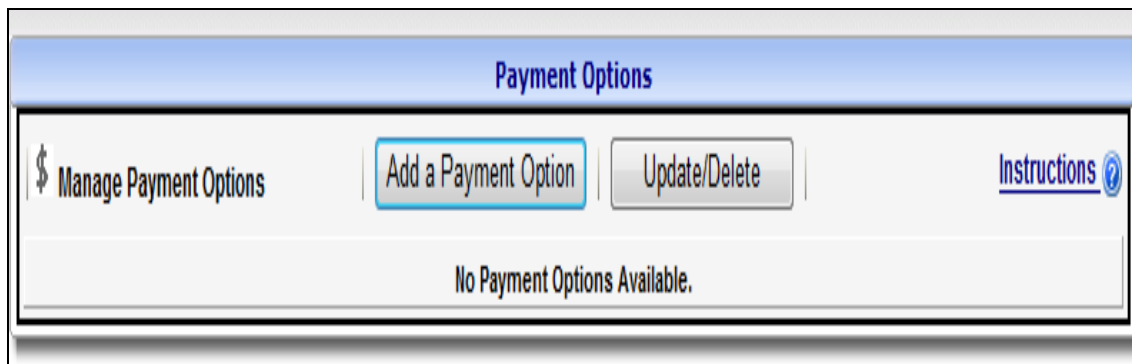
Using the **Manage Payment Feature** is **OPTIONAL**. You may continue to enter your complete payment information at each transaction. AlaFile will **NOT** store your payment account identifying information in the AlaFile system.

2. **Store** Your Payment Information:


If you choose to store payment account information for your convenience or to share your payment account information with others in your firm, then you should use this option. This service stores your payment account identifying information (credit card number or bank account information) securely in a 3rd party PCI Certified Data Center which provides AlaFile with a token used to call your payment information for processing. ***Please be aware that each time that you use the token, a \$0.05 charge will be added to the payment convenience charge. By setting up a Payment Option you agree to pay the tokenization charge.***

To add new payment accounts:

1. Click **Manage Payment Options**.
2. Within the manage payment options click **Add a Payment Option**.



3. Enter the required billing information from your debit/credit card and click **Add**.



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Enter Billing Information

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	AL ▼
Zip:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>
Nickname:	<input type="text"/>

Enter Credit Card Information



Card Type:	None ▼
Card Number:	<input type="text"/>
Expiration Date:	01 ▼ 2012 ▼

The **Recurring Parties Feature** provides the user with a method to save information associated with a party that the user may represent on a regular basis in multiple cases. By setting up this feature and saving the information in AlaFile, the user can access saved data during the filing process to avoid entering this information each time a document is e-filed (such as a complaint). To utilize this feature for a new party, the user should click on **Recurring Parties** and fill in all the requested information and click **Add**. To modify an existing party, click on the name of the party, enter the information and click **Update**. To delete a party, click on the party name and then click **Delete**.

 **Recurring Parties**

Recurring Parties

Name
JAMES A BROWN
JOHNNY Q BROWN

Party Type:

Individual

First Name:

Middle Name:

Last Name:

Suffix:

Address:

City:

State:

AL

Zip:

SSN:

Phone:

Email:

Cancel

Delete

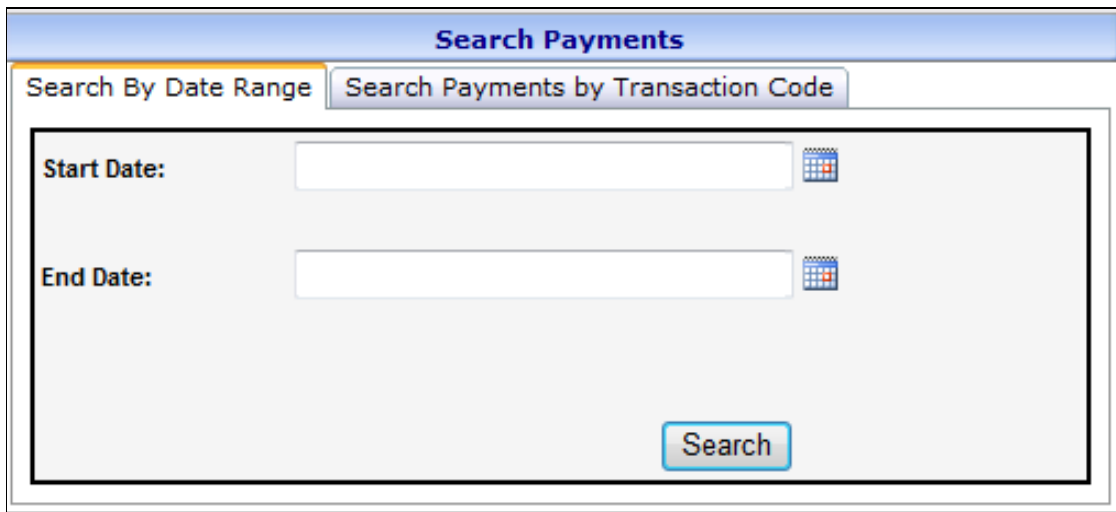
Update

Add

Save

Payment History

The **Payment History** button on the main navigation bar allows the user to view payment history made through AlaFile. Depending on the report desired, the user can enter the appropriate parameters to obtain information on fees paid through the AlaFile application, either by date range or transaction code.



The image shows a 'Search Payments' dialog box. It has a title bar 'Search Payments' and two tabs: 'Search By Date Range' (selected) and 'Search Payments by Transaction Code'. The 'Search By Date Range' tab contains two text input fields labeled 'Start Date:' and 'End Date:', each with a calendar icon to its right. A 'Search' button is located at the bottom right of the dialog box.

FILING DOCUMENTS

Complaints

The process of e-filing a complaint in each of the five civil divisions is very similar (circuit civil, district civil, small claims, domestic relations and child support). The general workflows and basic logic can be applied to the other civil divisions described above. For simplicity, this tutorial will explain how to e-file a complaint in circuit civil division.

Circuit Civil Complaint

1. Hover your mouse over the **Complaints** menu on the main navigation bar.
2. Hover your mouse over **File New Complaint** within the **Complaint** menu.
3. Click **Circuit Civil**.



NOTE: Depending on the division chosen, the electronic cover sheet may look different.

4. Select the **County** from the dropdown list.
5. Select the radio button for **Emergency Relief**.
6. Select the radio button for **Filing on Behalf of State Agency**.
7. Note the checkbox for the **Affidavit of Substantial Hardship**. It is important to point out that if this option is selected AlaFile will not suggest the filing fee. When e-filed, the request for a substantial hardship will go directly to the judge hearing the case.
8. At that time the judge will be able to grant or deny this hardship.
 - a. If granted: AlaFile will generate a summons and will proceed as a normal complaint.

- b. If denied: AlaFile will send a notice back to the filing part for adjustment of filing fees within a sum certain time period (i.e. 5 business days to perfect payment of filing fees or the case will not be recognized by the courts).

File CV Complaint	
Jurisdiction	
County:	<input type="text" value="Select a county"/>
Emergency Relief Requested:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Filing on behalf of State Agency:	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Substantial Hardship (Check here if you have filing an Affidavit of Substantial Hardship)	

9. Select the **Type of Complaint** from the dropdown selections.
10. Select the **Origin** of the case filing.
11. Select the radio button for **Jury Trial Demanded**.
12. Select the radio button for **Monetary Relief Requested**.
13. Select the radio button for the **Amount of the Claim**. If unknown/undetermined is selected AlaFile will suggest the higher filing fee.
14. Enter the **Total Damages** requested (optional).
15. Select the radio button **for Mediation Requested**.

Matter	
CAUTION: Payment of the filing fee is jurisdictional and set by Ala. Code § 12-19-71. By signing the informational cover sheet (Form ARCIV-93), the attorney is certifying the information contained therein pursuant to Ala. R. Civ. P. 11. Failure to accompany a pleading with the proper filing fee may result in a lack of subject matter jurisdiction over the matter, and the rendition of a judgment which could be deemed void.	
Type of Complaint:	<input type="text" value="Please Choose Complaint Type"/>
Origin:	<input type="text" value="Initial Filing"/>
Jury Trial Demanded:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Monetary Relief Requested:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Is the amount in controversy in excess of \$ 50,000?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown/Undetermined
Total Damages Requested (Optional):	<input type="text"/>
Mediation Requested:	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Undecided

Adding Parties to the Electronic Cover Sheet

16. Enter the **Total Number of Case Parties** for both plaintiff(s) and defendant(s).
17. Select the **Party Type** drop down (business, individual, government or other).
18. Type the **Party Information** in the boxes provided (all fields marked with an asterisk (*) are required fields).
19. If additional attorneys are representing the party, click the **Add Additional Attorneys Besides Filer** checkbox. Type in the attorney code of the other attorneys in the boxes that wish to make an appearance in the case.
20. Click **Add**. This adds the party to the red box at the top.
21. When adding a defendant to the complaint you will need to choose the type of service from the **Service Type** dropdown.
 - a. If you choose **Sheriff** service type, you will have to choose the county where the complaint will be served.
 - b. If you choose **Private Process Server** service type, you will need to type in the name of the process server.
 - c. If you choose **Certified Mail** service type there are two options for this service.
 - i. Service to be perfected by the **clerk**.
 - ii. Service to be perfected by **filer**.
 - d. If you choose **Service Waived** a summons will not be generated.

Parties

Number of Plaintiffs:

1

Number of Defendants:

1

Party*:

☒ Plaintiff
☐ Defendant

My Parties:

JAMES A BROWN

Party Type:

Individual

First Name:

JAMES

Middle Name:

A

Last Name:

BROWN

Suffix:

Address:

123 EASY STREET

Address 2:

City:

MONTGOMERY

State:

AL

Zip Code:

36104

Gender:

Please Choose

SSN:

999-99-9999

DOB:

Phone:

(334) 954-5000

Email:

testemail@ALACOURT.GOV

☐ Add additional Attorneys besides Filer.
(Alabama Attorney Code /e.g. ABC123)

→

Add

Clear

Party	Name	Edit	Delete
No Parties have been added.			

Once parties have been added to the case, the user will see a screen similar to the one below. As an example, notice that one plaintiff and one defendant have been added to this complaint. When all case parties have been added click continue.

	Party	Name	Edit	Delete
Plaintiff	C001	JAMES A BROWN	Edit	Delete
Defendant	D001	JOHNNY Q BROWN	Edit	Delete

NOTE: If there are multiple plaintiffs or defendants in the case, each party must be added as described above.

The electronic civil cover sheet will be auto-generated by the application and attached to the complaint and other documents that are filed.

Attaching documents

22. Once the data entry is completed in the steps outlined above, attach your complaint.

NOTE: All documents attached within AlaFile must be in **PDF** format.

23. To locate your Complaint, click **Browse**. After locating the document on your computer, attach the PDF Document, make a concise description and click **Continue**.

Title	Description	MB	File Type
CIVIL_COVER_SHEET	CIRCUIT COURT - CIVIL CASE	.007	pdf

24. After clicking Continue, you will now see the **Filing Detail Screen**. This screen allows you to check the attached document(s) before filing them with the court.

To view your documents that have been uploaded click the title of the document. To delete documents that have uploaded, click the **red X** beside the document. To add additional documents, click **Add Documents**. If you are ready to file your complaint, click **File Complaint**.

Filing Detail				
County:	77			
Style:	JAMES A BROWN v. JOHNNY Q BROWN			
Filing:	Complaint			
Title	Description	MB	File Type	
CIVIL_COVER_SHEET	CIRCUIT COURT - CIVIL CASE	007	pdf	
COMPLAINT		.002	pdf	✗
<div style="text-align: center;"> <input type="button" value="Add Documents"/> <input type="button" value="File CV Complaint"/> </div>				

Explanation of the AlaFile Fee Sheet

25. After clicking **File Complaint**, the user will see the **Fee Sheet** screen similar to the screen below.



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Choose a Payment Option

CV <= \$50K	\$234.00
VADM FEE	\$45.00
Convenience Fee:	\$11.16
Total	\$290.16

Enter Billing Information

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	AL ▼
Zip:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>
Billing Reference:	<input type="text"/>

FAILURE TO ACCOMPANY A PLEADING WITH THE PROPER FILING FEE MAY RESULT IN A LACK OF SUBJECT MATTER JURISDICTION OVER THE MATTER, AND THE RENDITION OF A JUDGMENT WHICH COULD BE DEEMED VOID.

It is the filing party's responsibility to verify that the correct filing fee is being paid. If the correct filing fee is not suggested on the AlaFile Fee Sheet, please contact the Alabama Administrative Office of Courts Information Technology Support Help Desk, toll-free at 1.866.954.9411 Option 1, then Option 4.

26. By clicking **Continue**, you are completing payment of the filing fees for the complaint.

After the transaction is completed, a payment receipt will be generated. The **E-File Receipt** can be printed or saved by clicking **Print View** and then clicking **Print**.

E-File Receipt						
County:	77					
Case Number:	CV201290005900					
Style:	JAMES A BROWN v. JOHNNY Q BROWN					
JID:						
Document Filed:	Other					
Electronic Document Stamp:	CV2012900059009/28/2012 8:55:30 AM27eaa514-580e-4ddb-9098-349a300d0ad8					
The following Documents were attached to this filing:						
Title		Description		Location		
CIVIL_COVER_SHEET		CIRCUIT COURT - CIVIL CASE				
COMPLAINT				C:\Users\	\\Desktop\Test PDF.pdf	
AFFIDAVIT OF SUBSTANTIAL HARDSHIP		test		C:\Users\	\\Desktop\Test.pdf	
Notice of this filing must be served on the following parties:						
Party Number	Name	Address	City	State	Zip	Service
		123 HARD PLACE	MONTGOMERY	AL		Sheriff
				Print View		Continue

Amended Complaint

1. Hover your mouse over the **Complaints** menu on the main navigation bar.
2. Hover your mouse over **Amended Complaint** and single click.



3. Select the county, division, case year and case number from the dropdown list.
4. Click **Find Case**.

The image shows a web form titled "File Amended Complaint". It contains several input fields: "Select a County:" with a dropdown menu showing "77 - TESTCOUNTY77"; "Select a Division:" with a dropdown menu showing "CV - CIRCUIT-CIVIL"; "Select a Case Year:" with a dropdown menu showing "2012"; "Enter a Case Number:" with a text input field containing "1"; and "Select an Extension:" with a dropdown menu showing "00". A "Find Case" button is located at the bottom right of the form.

5. Please read the instructions hyperlinked before attempting to e-file an Amended Complaint. Select the radio button to determine if you are amending the claim amount. If you are amending the claim amount enter that amount in the claim amount field below.

The image shows a section of the "File Amended Complaint" form. It includes a question "Are you Amending the Claim Amount?" with two radio buttons: "Yes" (which is selected) and "No". To the right of the radio buttons is a text input field labeled "Claim Amount:". A red arrow points from the "Yes" radio button to the "Claim Amount:" field. Another red arrow points from the "Claim Amount:" field to a blue hyperlink labeled "Instructions" with a question mark icon.

6. To change existing party information, click **Edit** by the corresponding case party name you wish to amend. Click **Update** when finished updating the party. Once completed, the case party(ies) that have been successfully updated will reflect **green**.

Parties

Party*: ☒ Plaintiff ☐ Defendant
Party Type: Individual
☐ Party Needs To Be Served
First Name: TESTER
Middle Name:
Last Name: WARREN
Suffix:
Address: 123 Easy Street
Address 2:
City: MONTGOMERY
State: AL
Zip Code: 36104
SSN: 123-45-6985
DOB: 01/24/1970
Phone: (334) 555-5555
Email:

Update Clear

	Party	Name	Edit	Delete
	Plaintiff	C001 * TESTER WARREN	Edit	
	Plaintiff	C002 WARREN TESTER, II	Edit	
	Plaintiff	C003 W TESTER DBA	Edit	
	Plaintiff	C004 WARREN TESTER	Edit	
	Plaintiff	C005 WARREN TESTER	Edit	
	Plaintiff	C006 WARREN TESTER	Edit	
	Plaintiff	C007 WARREN TESTER	Edit	
	Defendant	D001 DEFENDANT TESTER	Edit	
	Defendant	D002 DEFENDANT TESTER 2	Edit	
	Friend	F001 BANK OF CHOICE/4123321	Edit	
	Friend	F002 BANK OF CHOICE/4123322	Edit	
	Garnishee	G001 GARNISHMENT TEST	Edit	
	Garnishee	G002 GARNISHMENT TEST	Edit	
	Income Withholder	H001 EMP NAME	Edit	
	Intervenor	I001 R	Edit	
	Other	O001 WARREN TESTER	Edit	
	Third Party	T001 DOE JOHN MICHAEL JR.	Edit	

Continue


7. Once satisfied amending the complaint party, click **Continue**.

Attaching documents


8. To locate your amended complaint, click **Browse**. After locating the document on your computer, attach the PDF Document, make a concise description and click **Continue**.

Add Document(s) - Amended Complaint

Attach Document

C:\Users\ Desktop\Microsoft Wo 


Title:

Description:
 

9. At the **Filing Detail** screen, you may attach additional documents by clicking **Add Documents** or file the amended complaint by clicking **File Complaint**. To view documents previously uploaded click the title of the document. To delete documents that have uploaded (i.e. in error) click the **red X** beside the document.
10. If additional fees are incurred as a result of the filing of the amended complaint, a **Fee Sheet** will be displayed.

Filing Detail

County: 77
Case Number: CV-2012-000001.00
Style: JOE DOE, PETITIONER
JID: PPC
Filing: Amended Complaint

Title	Description	MB	File Type	
AMENDED COMPLAINT	.	.002	pdf	

After the transaction is completed, a receipt will be generated. The **E-File Receipt** can be printed or saved by clicking **Print View** and then clicking **Print**.

E-File Receipt

County: 77
Case Number: CV201200000100
Style: JOE DOE, PETITIONER
JID: PPC
Document Filed: AMENDED COMPLAINT
Electronic Document Stamp: CV2012000001009/24/2012 11:04:41 AMbc7d7322-08c0-4f3e-9760-6a8b74eeef59

Answer

1. Hover your mouse over the **Complaints** menu on the main navigation bar.
2. Hover your mouse over **File Answer** and single click.



3. Select the county, division, case year and case number from the dropdown list.
4. Click **Find Case**.

File Answer	
Select a County:	77 - TESTCOUNTY77
Select a Division:	CV - CIRCUIT-CIVIL
Select a Case Year:	2012
Enter a Case Number:	1
Select an Extension:	00
<input type="button" value="Find Case"/>	

5. Review the case information screen. If you are filing on behalf of a state agency make sure and select the **Yes** radio button. Clicking **Yes** will bypass court filing fees (as state agencies are exempt from filing fees).
6. If the case data that appears on the screen is correct, click **Continue**.

Case Information	
County:	77
Case Number:	CV-2012-000001.00
Style:	JOE DOE, PETITIONER
JID:	PPC
Filing on behalf of State Agency:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Continue	

7. Choose your specific **Answer Type** from the drop down menu.
8. Select the appropriate radio buttons for a **Counterclaim, Cross-Claim and Third Party Complaint**.
9. Highlight the **Party** or **Parties** you are answering for. To select multiple parties, hold down the Control Key while clicking on each party you represent.
10. If additional attorneys are representing the party, type in their attorney codes.
11. Select the appropriate radio button for **Jury Trial**.
12. Click **Continue**.

Complaint Denied	
County:	77
Case Number:	CV-2012-000001.00
Style:	JOE DOE, PETITIONER
JID:	PPC
Answer Type:	Complaint Denied
Are you filing a Counterclaim along with this answer?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you filing a Cross-Claim along with this answer?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you filing a Third Party Complaint along with this answer?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Choose Party or Parties to Answer for	
<div style="border: 1px solid black; padding: 2px;"> C001 - JOE DOE C002 - T Y T T Y C003 - T C004 - JOE DOE II </div>	
Attorney 1:	AOC001
Attorney 2:	AOC003
Attorney 3:	
Attorney 4:	
Attorney 5:	
Attorney 6:	
Jury Trial Demanded: <input type="radio"/> Yes <input checked="" type="radio"/> No	
Cancel Continue	

13. To locate your answer, click **Browse**. After locating the document on your computer, attach the PDF Document, make a concise description and click **Continue**.

Add Document(s) - Answer

Attach Document

C:\Users\ Desktop\Microsoft Wo **Browse...**

Title: ANSWER

Description: Make a good description here

Add Document **Continue**

14. At the **Filing Detail** screen, you may attach additional documents by clicking **Add Documents** or file the answer by clicking **File Answer**.

Filing Detail

County: 77
Case Number: CV-2012-000001.00
Style: JOE DOE, PETITIONER
JID: PPC
Filing: Answer

Title	Description	MB	File Type	
ANSWER	Make a good description here	.002	pdf	X

Add Documents **File Answer**

15. After clicking **File Answer** the user will be directed to a payment screen if applicable for your filing situation.

After the transaction is completed, a receipt will be generated. The **E-File Receipt** can be printed or saved by clicking **Print View** and then clicking **Print**.

E-File Receipt

County: 77
Case Number: CV201200000100
Style: JOE DOE, PETITIONER
JID: PPC
Document Filed: Complaint Denied
Electronic Document Stamp: CV2012000001009/24/2012 1:57:36 PM9d3da4e0-76af-491b-86a0-3e3e7340de11

Notice of Discovery

1. Hover your mouse over the **Discovery** menu on the main navigation bar.
2. Hover your mouse over **Notice of Discovery** and single click.



3. Select the county, division, case year and case number from the dropdown list.
4. Click **Find Case**.

Confirm Case	
Select a County:	77 - TESTCOUNTY77
Select a Division:	CV - CIRCUIT-CIVIL
Select a Case Year:	2012
Enter a Case Number:	1
Select an Extension:	00
<div>Find Case</div>	

5. Review the case information screen. If the case data that appears on the screen is correct, click **Continue**.

Case Information	
County:	77
Case Number:	CV-2012-000001.00
Style:	JOE DOE, PETITIONER
JID:	PPC
<div>Continue</div>	

NOTE: If attorneys or parties **ARE** registered with AlaFile, then their respective names will display as served electronically. In those instances, service copies are sent electronically to those persons by AlaFile. No further action is needed by the filer for service on these persons.

If the attorneys or parties **ARE NOT** registered with AlaFile, then their respective names will display as needing service by the filer via traditional methods. The filer will need to serve these parties via traditional service methods.

6. Select the **Party** or **Parties** you are answering for. To select multiple parties, hold down the Control key while clicking on each party represented by the attorney.
7. Click **Continue**.

Choose party(s) to file for

County: 77
Case Number: CV201200000100
Style: JOE DOE, PETITIONER
JID: PPC

Choose Party or Parties you are representing

- C001 - JOE DOE
- C002 - TY T T TY
- C003 - T
- C004 - JOE DOE II
- D001 - JOE DOE TEST
- D002 - JIM DOE TEST
- H001 - EMP

Cancel Continue

8. To locate your notice of discovery, click **Browse**. After locating the document on your computer, attach the PDF Document, make a concise description and click **Continue**.

Add Document(s)

Attach Document

C:\Users\ Desktop\Microsoft Wo

Document Type: NOTICE OF DISCOVERY

Title of Document: Make a good description here.

9. At the **Filing Detail** screen, you may attach additional documents by clicking **Add Documents** or file the notice by clicking **File Notice**.

Filing Detail

County: 77
Case Number: CV-2012-000001.00
Style: JOE DOE, PETITIONER
JID: PPC
Filing: Notice of Discovery

Document Type	Title of Document	MB	File Type
NOTICE OF DISCOVERY	Make a good description here.	.002	pdf

After the transaction is completed, a receipt will be generated. The **E-File Receipt** can be printed or saved by clicking **Print View** and then clicking **Print**.

E-File Receipt

County: 77
Case Number: CV201200000100
Style: JOE DOE, PETITIONER
JID: PPC
Document Filed: NOTICE OF DISCOVERY
Electronic Document Stamp: CV2012000001009/24/2012 2:04:44 PMe681dc13-c7a8-491f-822c-9d380e5365c8

The following Documents were attached to this filing:

Title	Description	Location
NOTICE OF DISCOVERY	Make a good description here.	C:\Users Desktop\Microsoft Word - Document1.pdf

Motions

1. Hover your mouse over the **Motions** menu on the main navigation bar.
2. Hover your mouse over **File New Motion** and single click.



3. Enter in the case details by selecting the county, division, year and case number.
4. Click **Find Case**.

The screenshot shows a web form titled 'File New Motion'. It contains five input fields: 'Select a County:' with a dropdown menu showing '77 - TESTCOUNTY77'; 'Select a Division:' with a dropdown menu showing 'CV - CIRCUIT-CIVIL'; 'Select a Case Year:' with a dropdown menu showing '2012'; 'Enter a Case Number:' with a text input field containing '1'; and 'Select an Extension:' with a dropdown menu showing '00'. A 'Find Case' button is located at the bottom right of the form.

5. Review the case information screen. If the case data that appears on the screen is correct, click **Continue**.

The screenshot shows a web form titled 'Case Information'. It displays the following case details: 'County:' with the value '77'; 'Case Number:' with the value 'CV-2012-000001.00'; 'Style:' with the value 'JOE DOE, PETITIONER'; 'JID:' with the value 'PPC'; and 'Filing on behalf of State Agency:' with radio buttons for 'Yes' and 'No', where 'No' is selected. A 'Continue' button is located at the bottom right of the form.

NOTE: If attorneys or parties **ARE** registered with AlaFile, then their respective names will display as served electronically. In those instances, service copies are sent electronically to those persons by AlaFile. No further action is needed by the filer for service on these persons.

If the attorneys or parties **ARE NOT** registered with AlaFile, then their respective names will display as needing service by the filer via traditional methods. The filer will need to serve these parties via traditional service methods.

6. Select the **Party** or **Parties** you are filing for. To select multiple parties, hold down the Control key while clicking on each party represented by the attorney.

Name of Filing Party:

To choose multiple parties click on the first party then hold down the CTRL key on your keyboard while you click on subsequent parties.

C001 - JOE DOE	▲
C002 - TY T T TY	☰
C003 - T	▼
C004 - JOE DOE II	▼

7. If Oral Arguments are requested, click the **Oral Arguments Requested** checkbox.
8. If the filing party needs to add/create a party to the case, click the **Add/Create Party** checkbox.

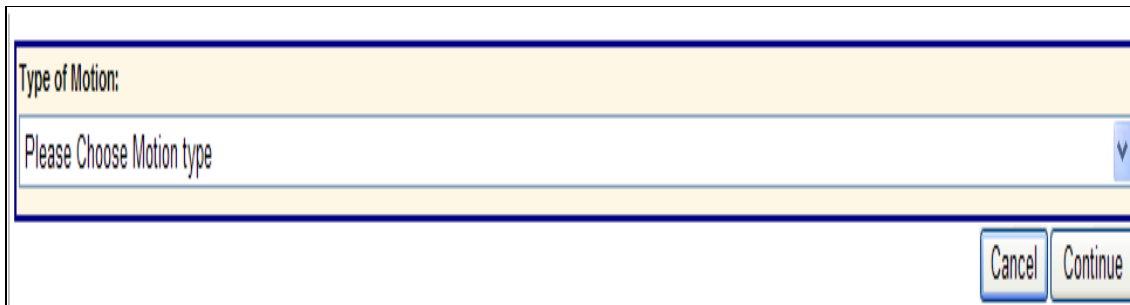
<input type="checkbox"/> Oral Arguments Requested
<input type="checkbox"/> Add/Create Party?

The attorney information will be displayed as a courtesy.

Name, Address, and Telephone No. of Attorney or Party. If not represented.
300 DEXTER AVENUE
MONTGOMERY, AL 36104
3349545053
Attorney Bar No.:JAHXXX

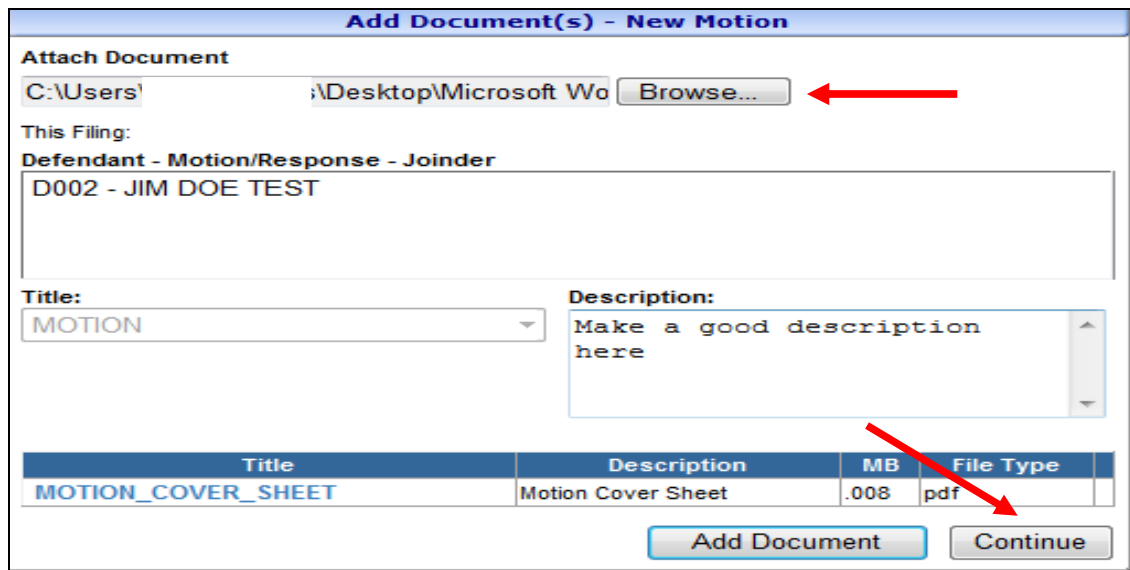
9. Select the specific type of motion being filed from the motion dropdown list.

10. Click **Continue**.



The screenshot shows a dialog box titled 'Type of Motion:'. It contains a text input field with the placeholder text 'Please Choose Motion type' and a dropdown arrow on the right. At the bottom right of the dialog are two buttons: 'Cancel' and 'Continue'.

11. To locate your motion, click **Browse**. After locating the document on your computer, attach the PDF Document, make a concise description and click **Continue**.



The screenshot shows a dialog box titled 'Add Document(s) - New Motion'. It has several sections:

- Attach Document**: A text field showing 'C:\Users\...' and 'Desktop\Microsoft Wo', followed by a 'Browse...' button. A red arrow points to this button.
- This Filing:** A text field containing 'Defendant - Motion/Response - Joinder' and 'D002 - JIM DOE TEST'.
- Title:** A dropdown menu currently showing 'MOTION'.
- Description:** A text area with the placeholder text 'Make a good description here'.
- Table**: A table with the following data:

Title	Description	MB	File Type
MOTION_COVER_SHEET	Motion Cover Sheet	.008	pdf

A red arrow points to the 'File Type' column of this table.
- Buttons**: 'Add Document' and 'Continue' buttons at the bottom right.

12. At the **Filing Detail** screen, you may attach a proposed order by clicking **Add Proposed Order**. Ensure the correct documents were uploaded. If anything is incorrect, click the **red x** to the right of the document to delete the document.

Filing Detail				
County:	77			
Case Number:	CV-2012-000001.00			
Style:	JOE DOE, PETITIONER			
JID:	PPC			
Filing:	Joinder			
Title	Description	MB	File Type	
MOTION_COVER_SHEET	Motion Cover Sheet	.008	pdf	
MOTION	Make a good description here	.002	pdf	✖
Add Proposed Order		Add Documents		File New Motion

Steps to add a Proposed Order:

Type your proposed order or cut and paste the proposed order into the body of the order and make an order title at the top of the screen (note: this order title will appear in the order).

Case Number: 77-CV-2012-000001.00		Order Title: <input type="text"/>	Insert to Filing Details
<p>IN THE CIRCUIT COURT OF TESTCOUNTY77 COUNTY, ALABAMA</p> <p>JOE DOE, TY T T TY, T, JOE DOE II, Plaintiffs,</p> <p>V.</p> <p>JOE DOE TEST, JIM DOE TEST, Defendants.</p> <p>Case No.: CV-2012-000001.00</p>			
Loading... <input type="text"/>			
<p>DONE this[To be filled by the Judge].</p> <p>/s/[To be filled by the Judge]</p> <p>CIRCUIT JUDGE</p>			

Click the **Insert to Filing Details** Button.

Insert to Filing Details

To add additional documents to the motion (i.e. Affidavit in Support of Motion, Statement of Facts, Deposition Excerpts, etc.) click **Add Documents**.

Filing Detail				
County:	77			
Case Number:	CV-2012-000001.00			
Style:	JOE DOE, PETITIONER			
JID:	PPC			
Filing:	Joinder			
Title	Description	MB	File Type	
MOTION_COVER_SHEET	Motion Cover Sheet	.008	pdf	
MOTION	Make a good description here	.002	pdf	✗
PROPOSED ORDER	test	.004	pdf	
Add Proposed Order		Add Documents		File New Motion

13. After all desired documents have been added and verified, click **File Motion**.

After the transaction is completed, a receipt will be generated. The **E-File Receipt** can be printed or saved by clicking **Print View** and then clicking **Print**. **NOTE:** This is the only place an **E-File Receipt** will be generated.

E-File Receipt					
County:77					
Case Number: CV-2006-000001.00					
Style:JANE DOE VS JOHN DOE					
JID:CAK					
Motion Number:502					
Motion Filed:Continue					
Electronic Document Stamp:CV2006030001009/8/2008 10:21:00 AM5da32af6-bf77-4134-896b-9b339275713f					
The following Documents were attached to this filing:					
Title	Description	Location			
MOTION_COVER_SHEET	Motion Cover Sheet				
MOTION	Motion to Continue	C:\Documents and Settings\		ly Documents\AlaFile\AlaFile - CV Complaint (Test).pdf	
PROPOSED ORDER	77-CV200600000100				
MOTION	Be very concise here when making a description...	C:\Documents and Settings\		ly Documents\AlaFile\AlaFile - CV Complaint (Test).pdf	
The following Documents are now available to the Judge:					
Title	Description	Location			
Order	77-CV200600000100				
Notice of this filing has been electronically served on:					
Party	Attorney	Email			
Notice of this filing must be mailed to:					
Party	Attorney	Address	City	State	Zip
<div>Print View</div> <div>Continue</div>					

Response, Reply or Supplement to a Motion

Use this option to e-file a response to a motion, reply to a motion or a supplement to a previously filed motion.

1. Hover your mouse over the **Motions** menu tab on the main navigation bar.
2. Hover your mouse over **Respond/Reply/Supplement to Motion** and single click.



3. Enter in the case details by selecting the county, division, year and case number.
4. Click **Find Case**.

Reply/Respond/Supplement to Pending Motion	
Select a County:	77 - TESTCOUNTY77
Select a Division:	CV - CIRCUIT-CIVIL
Select a Case Year:	2012
Enter a Case Number:	000001
Select an Extension:	00
<div>Find Case</div>	


5. Review the case information screen. If the case data that appears on the screen is correct, click **Continue**.

Case Information	
County:	77
Case Number:	CV-2012-000001.00
Style:	JOE DOE, PETITIONER
JID:	PPC
<div>Continue</div>	

NOTE: If attorneys or parties **ARE** registered with AlaFile, then their respective names will display as served electronically. In those instances, service copies are sent electronically to those persons by AlaFile. No further action is needed by the filer for service on these persons.


If the attorneys or parties **ARE NOT** registered with AlaFile, then their respective names will display as needing service by the filer via traditional methods. The filer will need to serve these parties via traditional service methods.

AlaFile will display all previously e-filed motions in the case. Click the desired motion under the **Motion Type** column that you wish to e-file into.



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Logout

E-File Information

Complaints

Discovery

Motions

Post Judgment

Miscellaneous

Email

Update Account

Payment History

Motions for 77-CV-2012-000001.00

County	Case Number	Style	Motion #	Motion Type	Filer	Status	Disposition	JID	Setting Date	Filing Date
77	CV201200000100	JOE DOE, PETITIONER	1	Add Party	XXX003	ACTIVE	PENDING	STEPHEN "JUSTICE" LEVEQUE JR		3/21/2012 4:48:04 PM
77	CV201200000100	JOE DOE, PETITIONER	2	Default Judgment (\$50.00)	C001 - JOE DOE PRO SE	ACTIVE	PENDING	STEPHEN "JUSTICE" LEVEQUE JR		4/17/2012 12:00:00 AM
77	CV201200000100	JOE DOE, PETITIONER	3	Default Judgment (\$50.00)	C001 - JOE DOE C001 - JOE DOE PRO SE	ACTIVE	PENDING	STEPHEN "JUSTICE" LEVEQUE JR		4/17/2012 12:00:00 AM
77	CV201200000100	JOE DOE, PETITIONER	4	Default Judgment (\$50.00)	C001 - JOE DOE PRO SE	ACTIVE	PENDING	STEPHEN "JUSTICE" LEVEQUE JR		4/17/2012 12:00:00 AM
77	CV201200000100	JOE DOE, PETITIONER	5	Default Judgment (\$50.00)	C001 - JOE DOE C001 - JOE DOE PRO SE	ACTIVE	PENDING	STEPHEN "JUSTICE" LEVEQUE JR		4/17/2012 12:00:00 AM

- Double check the motion details. If the case and motion type information listed on the screen is correct, click **E-File Document** to proceed to the next step.

Motion Details			
<div>E-File Document</div>			
Motion Type:	Default Judgment (\$50.00)		
Filer:	C001 - JOE DOE (Attorney: PRO SE)		
County:	77-TESTCOUNTY77		
Case Number:	CV-2012-000001.00		
Style:	JOE DOE, PETITIONER		
JID:	STL - HON PAULA COLLINS	Setting Date:	NOT SET
Status:	ACTIVE	File Date:	4/17/2012
Disposition:	PENDING	Disposition Date:	
Disposed By:			
	Filing	Party	Attorney
+	Default Judgment (\$50.00)	C001 - JOE DOE	PRO SE

7. Choose the **Type of Document** from the drop down list.
8. Select the **Party** or **Parties** you are filing for. To select multiple parties, hold down the Control key while clicking on each party represented by the attorney.
9. Click **Continue**.

The dialog box is titled "Choose party(s) to file for". It contains the following information:


- County: 77
- Case Number: CV201200000100
- Style: JOE DOE, PETITIONER
- JID: PPC
- Choose Type of Document: Response to Motion (dropdown menu)
- Choose Party or Parties you are representing: A list box containing the following items:
 - C001 - JOE DOE (highlighted in blue)
 - C002 - TY T T TY
 - C003 - T
 - C004 - JOE DOE II
 - D001 - JOE DOE TEST
 - D002 - JIM DOE TEST
 - H001 - EMP
- Buttons: Cancel and Continue

10. To locate your reply/response/supplement to motion, click **Browse**. After locating the document on your computer, attach the PDF Document, make a concise description and click **Continue**.

The dialog box is titled "Add Document(s) - Respond To Motion". It contains the following information:

- Attach Document: C:\Users\Desktop\Test PDF.pdf (text field) and Browse... (button, indicated by a red arrow)
- This Filing: Plaintiff - Motion/Response - Response to Motion
- C001 - JOE DOE (text field)
- Title: BRIEF (dropdown menu)
- Description: Make a good description here (text area, indicated by a red arrow)
- Buttons: Add Document and Continue

11. At the **Filing Detail** screen, you may attach additional documents by clicking **Add Documents** or file the response by clicking **File Response**. Check and make sure everything is correct and that the correct document has been uploaded. If anything is incorrect, click the **red x** to the right of the document to delete the document before filing.

Filing Detail				
County:	77			
Case Number:	CV-2012-000001.00			
Style:	JOE DOE, PETITIONER			
JID:	PPC			
Filing:	Response to Motion			
Title	Description	MB	File Type	
BRIEF	Make a good description here	.002	pdf	
<input type="button" value="Add Proposed Order"/>		<input type="button" value="Add Documents"/>		<input type="button" value="File Response"/>

After the transaction is completed, a receipt will be generated. The **E-File Receipt** can be printed or saved by clicking **Print View** and then clicking **Print**.

E-File Receipt	
County:	77
Case Number:	CV201200000100
Style:	JOE DOE, PETITIONER
JID:	PPC
Motion Number:	0
Motion Filed:	Response to Motion
Document Filed:	BRIEF
Electronic Document Stamp:	CV2012000001009/26/2012 10:56:21 AMfe77e718-cbef-4ff6-9061-ffccfd37e58f

Search Existing Motions

1. Hover your mouse over the **Motions** menu tab on the main navigation bar.
2. Hover your mouse over **Search Existing Motions** and single click.



3. Enter in the case details by selecting the county, division, year, and case number.
4. Click **Find Case**.

The image shows a form titled 'Search Existing Motion'. It contains five input fields: 'Select a County:' with a dropdown menu showing '77 - TESTCOUNTY77'; 'Select a Division:' with a dropdown menu showing 'CC - CIRCUIT-CRIMINAL'; 'Select a Case Year:' with a dropdown menu showing '2012'; 'Enter a Case Number:' with a text box containing '000001'; and 'Select an Extension:' with a dropdown menu showing '00'. A 'Find Case' button is located at the bottom right of the form.

5. Review the case information screen. If the case data that appears on the screen is correct, click **Continue**.

The image shows a screen titled 'Case Information'. It displays the following case details: 'County: 77', 'Case Number: CC-2012-000001.00', 'Style: STATE OF ALABAMA V. JESSE JAMES', and 'JID: JPJ'. A 'Continue' button is located at the bottom right of the screen.

NOTE: If attorneys or parties **ARE** registered with AlaFile, then their respective names will display as served electronically. In those instances, service copies are sent electronically to

those persons by AlaFile. No further action is needed by the filer for service on these persons.

If the attorneys or parties **ARE NOT** registered with AlaFile, then their respective names will display as needing service by the filer via traditional methods. The filer will need to serve these parties via traditional service methods.

6. AlaFile will display all motions that have previously been e-filed in the case.




County	Case Number	Style	Motion #	Motion Type	Filer	Status	Disposition	JID	Setting Date	Filing Date
77	CC201200000100	JESSE JAMES	1	Dismiss	C001 - STATE OF ALABAMA AOC ATTORNEY	ACTIVE	PENDING	JESSICA P JACKSON		5/22/2012 5:10:39 PM
77	CC201200000100	JESSE JAMES	2	Change of Venue	C001 - STATE OF ALABAMA AOC ATTORNEY	ACTIVE	PENDING	JESSICA P JACKSON		6/11/2012 3:46:12 PM
77	CC201200000100	JESSE JAMES	3	Continue	C001 - STATE OF ALABAMA AOC ATTORNEY	ACTIVE	PENDING	JESSICA P JACKSON		6/12/2012 2:49:55 PM
77	CC201200000100	JESSE JAMES	4	Continue	C001 - STATE OF ALABAMA AOC ATTORNEY	ACTIVE	PENDING	JESSICA P JACKSON		6/18/2012 11:07:03 AM
77	CC201200000100	JESSE JAMES	5	Revoke Bond	C001 - STATE OF ALABAMA AOC ATTORNEY	ACTIVE	PENDING	JESSICA P JACKSON		6/18/2012 11:09:21 AM


View Pending Motions

1. Hover your mouse over the **Motions** menu tab on the main navigation bar.
2. Hover your mouse over **View Pending Motions** and single click.



AlaFile displays all pending motions, awaiting a court ruling, that have been e-filed or e-docketed by the clerk in any case where the user is listed as an attorney of record in SJIS. By clicking on the blue linkable motion type, the user may view the motion or file a response, reply or supplement to the motion.





Logout | E-File Information

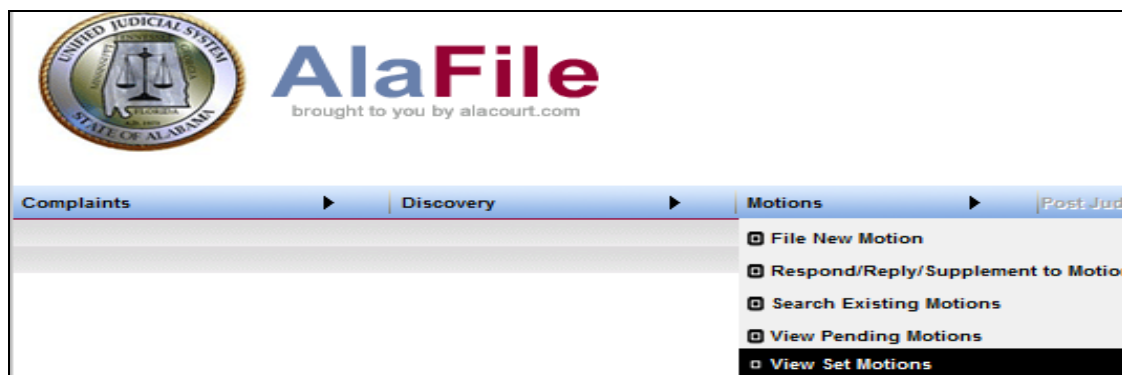
Complaints
 |
 Discovery
 |
 Motions
 |
 Post Judgment
 |
 Miscellaneous
 |
 Email
 |
 Update Account
 |
 Payment History

My Motions - PENDING

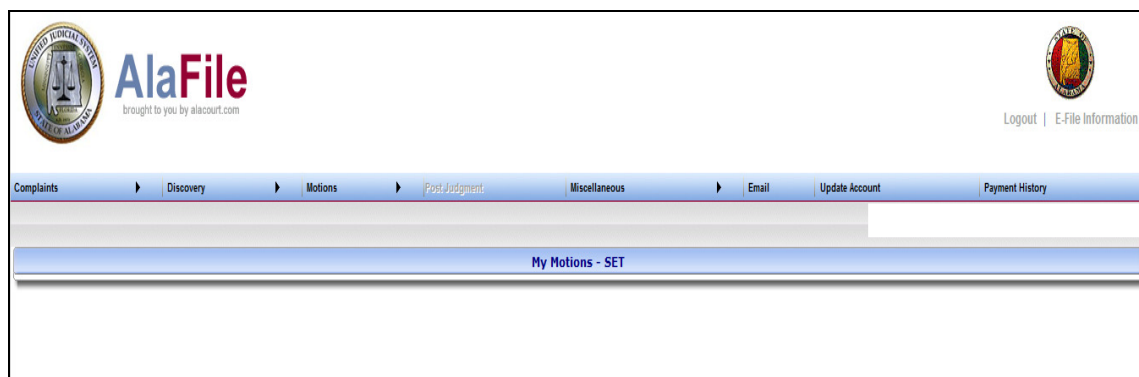
County	Case Number	Style	Motion #	Motion Type	Filer	Status	Disposition	JID	Setting Date	Filing Date
77	CV201100000100	WARREN TESTER VS JENNY TESTER	146	Default Judgment (\$50.00)	C002 - TESTER WILLIAM J AOC ATTORNEY	ACTIVE	PENDING	STEPHEN "JUSTICE" LEVEQUE JR		9/27/2012 11:00:12 PM
77	CV201100000100	WARREN TESTER VS JENNY TESTER	145	Default Judgment (\$50.00)	C001 - TESTER WILLIAM III AOC ATTORNEY	ACTIVE	PENDING	STEPHEN "JUSTICE" LEVEQUE JR		9/27/2012 10:46:14 PM
77	CV201200000100	JOE DOE, PETITIONER	94	Default Judgment (\$50.00)	C002 - TY T T TY AOC TEST ATTORNEY3	ACTIVE	PENDING	STEPHEN "JUSTICE" LEVEQUE JR		9/26/2012 3:27:29 PM
77	CC201200000100	JESSE JAMES	15	Rescheduling Periodic Hearing to An Earlier Date	C001 - STATE OF ALABAMA AOC ATTORNEY	ACTIVE	PENDING	JESSICA P JACKSON		9/26/2012 9:43:00 AM
77	CC201200000100	JESSE JAMES	14	More Definite Statement	C001 - STATE OF ALABAMA AOC ATTORNEY	ACTIVE	PENDING	JESSICA P JACKSON		9/25/2012 6:52:57 PM

View Set Motions

1. Hover your mouse over the **Motions** menu tab on the main navigation bar.
2. Hover your mouse over **View Set Motions** and single click.



AlaFile will display all e-filed or e-docketed motions in any case where the user is listed in SJIS as the attorney of record and set for a court docket hearing date.



View Disposed Motions

1. Hover your mouse over the **Motions** menu tab on the main navigation bar.
2. Hover your mouse over **View Disposed Motions** and single click.



AlaFile will display all e-filed or e-docketed motions that have been disposed of in any case where the user is listed as the attorney of record in SJIS.

The screenshot shows the AlaFile interface with the 'Post Judgment' tab selected in the navigation bar. Below the navigation bar, there is a section titled 'My Motions - DISPOSED' which contains a table of disposed motions. The table has columns for County, Case Number, Style, Motion #, Motion Type, Filer, Status, Disposition, JID, Setting Date, and Filing Date. The table lists seven motions, all of which are 'DISPOSED' on 12/2/2008 by Stephen 'Justice' Leveque Jr.

County	Case Number	Style	Motion #	Motion Type	Filer	Status	Disposition	JID	Setting Date	Filing Date
77	CV200600000100	JANE DOE VS JOHN DOE	101	Motn to Dis. purs. to Rule 12(b)	XXX002	DISPOSED	12/2/2008	STEPHEN "JUSTICE" LEVEQUE JR		8/1/2006 6:51:39 PM
77	CV200600000100	JANE DOE VS JOHN DOE	102	Disburse Funds	XXX002	DISPOSED	12/2/2008	STEPHEN "JUSTICE" LEVEQUE JR		8/1/2006 6:59:11 PM
77	CV200600000100	JANE DOE VS JOHN DOE	103	Designate a Mediator	XXX002	DISPOSED	12/2/2008	STEPHEN "JUSTICE" LEVEQUE JR		8/2/2006 7:23:23 PM
77	CV200600000100	JANE DOE VS JOHN DOE	104	Change of Venue/Transfer	XXX002	DISPOSED	12/2/2008	STEPHEN "JUSTICE" LEVEQUE JR		8/3/2006 6:43:13 PM
77	CV200600000100	JANE DOE VS JOHN DOE	105	More Definite Statement	XXX002	DISPOSED	12/2/2008	STEPHEN "JUSTICE" LEVEQUE JR		8/4/2006 10:24:46 AM
77	CV200600000100	JANE DOE VS JOHN DOE	106	Extension of Time	XXX002	DISPOSED	12/2/2008	STEPHEN "JUSTICE" LEVEQUE JR		8/4/2006 6:54:26 PM
77	CV200600000100	JANE DOE VS JOHN DOE	107	Indefinite	XXX002	DISPOSED	12/2/2008	STEPHEN "JUSTICE" LEVEQUE JR		8/4/2006 6:59:38 PM

View All Motions

1. Hover your mouse over the **Motions** menu tab on the main navigation bar.
2. Hover your mouse over **View All Motions** and single click.



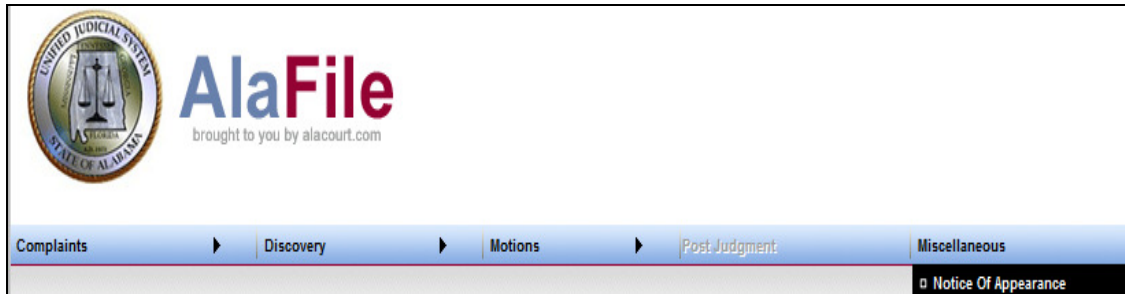
AlaFile will display all motions that have been e-filed or e-docketed in any case where the user is listed as an attorney of record in SJIS, regardless of case action status.

The screenshot shows the AlaFile interface with the 'Motions' menu selected. The table below displays the user's motions.

County	Case Number	Style	Motion #	Motion Type	Filer	Status	Disposition	JID	Setting Date	Filing Date
77	CV201100000100	WARREN TESTER VS JENNY TESTER	146	Default Judgment (\$50.00)	C002 - TESTER WILLIAM J AOC ATTORNEY	ACTIVE	PENDING	STEPHEN "JUSTICE" LEVEQUE JR		9/27/2012 11:00:12 PM
77	CV201100000100	WARREN TESTER VS JENNY TESTER	145	Default Judgment (\$50.00)	C001 - TESTER WILLIAM III AOC ATTORNEY	ACTIVE	PENDING	STEPHEN "JUSTICE" LEVEQUE JR		9/27/2012 10:46:14 PM
77	CV201200000100	JOE DOE, PETITIONER	94	Default Judgment (\$50.00)	C002 - TY T T TY AOC TEST ATTORNEY3	ACTIVE	PENDING	STEPHEN "JUSTICE" LEVEQUE JR		9/28/2012 3:27:29 PM
77	CC201200000100	JESSE JAMES	15	Rescheduling Periodic Hearing to An Earlier Date	C001 - STATE OF ALABAMA AOC ATTORNEY	ACTIVE	PENDING	JESSICA P JACKSON		9/28/2012 9:43:00 AM
77	CC201200000100	JESSE JAMES	14	More Definite Statement	C001 - STATE OF ALABAMA AOC ATTORNEY	ACTIVE	PENDING	JESSICA P JACKSON		9/25/2012 6:52:57 PM

Notice of Appearance

1. Hover your mouse over the **Miscellaneous** menu tab on the main navigation bar.
2. Hover your mouse over **Notice of Appearance** and single click.



3. Enter in the case details by selecting the county, division, year and case number.
4. Click **Find Case**.

The image shows a form titled 'File Notice of Appearance'. It contains several input fields: 'Select a County:' with a dropdown menu showing '77 - TESTCOUNTY77'; 'Select a Division:' with a dropdown menu showing 'CC - CIRCUIT-CRIMINAL'; 'Select a Case Year:' with a dropdown menu showing '2012'; 'Enter a Case Number:' with a text input field containing '000001'; and 'Select an Extension:' with a dropdown menu showing '00'. A 'Find Case' button is located at the bottom right of the form.

5. Review the case information screen. If the case data that appears on the screen is correct, click **Continue**.

The image shows a screen titled 'Case Information'. It displays the following case details: 'County:' with the value '77'; 'Case Number:' with the value 'CC-2012-000001.00'; 'Style:' with the value 'STATE OF ALABAMA V. JESSE JAMES'; and 'JID:' with the value 'JPJ'. A 'Continue' button is located at the bottom right of the screen.

NOTE: If attorneys or parties **ARE** registered with AlaFile, then their respective names will display as served electronically. In those instances, service copies are sent electronically to those persons by AlaFile. No further action is needed by the filer for service.

If the attorneys or parties **ARE NOT** registered with AlaFile, then their respective names will display as needing service by the filer via traditional methods. The filer will need to serve these parties via traditional service methods.

6. Select the **Party** or **Parties** you are filing for. To select multiple parties, hold down the Control key while clicking on each party represented by the attorney.
7. For criminal cases check the appropriate radio button to determine if you are **retained, appointed, public defender or contract counsel.**
8. Click **Continue.**

Choose party to file for

County: 77
Case Number: CC201200000100
Style: STATE OF ALABAMA V. JESSE JAMES
JID: JPJ

Choose Party or Parties you are representing


C001 - STATE OF ALABAMA
D001 - JESSE JAMES

☐ Retained ☐ Appointed ☐ Public Defender ☐ Contract


Cancel Continue

9. To locate your notice of appearance, click **Browse**. After locating the document on your computer, attach the PDF Document, make a concise description and click **Continue.**

Add Document(s) - Notice of Appearance

Attach Document
 C:\Users\ [\Desktop\Test PDF.pdf] Browse... 

Title: NOTICE OF APPEARANCE

Description: Make a good description here. | 

Add Document Continue

10. At the **Filing Detail** screen, you may attach additional documents by clicking **Add Documents** or file the notice of appearance by clicking **File Notice**. Check and make sure everything is correct and that the correct document has been uploaded. If anything is incorrect, click the **red x** to the right of the document to delete the document before filing.

Filing Detail

County: 77
 Case Number: CC-2012-000002.00
 Style: STATE OF ALABAMA V. JESSE JAMES
 JID: JPJ
 Filing: Notice of Appearance

Title	Description	MB	File Type
NOTICE OF APPEARANCE	Make a good description here.	.002	pdf

Add Documents File Notice

After the transaction is completed, a receipt will be generated. The **E-File Receipt** can be printed or saved by clicking **Print View** and then clicking **Print**.

E-File Receipt

County: 77
 Case Number: CC201200000200
 Style: STATE OF ALABAMA V. JESSE JAMES
 JID: JPJ
 Document Filed: NOTICE OF APPEARANCE
 Electronic Document Stamp: CC2012000002009/26/2012 11:24:21 AM6a8612e4-396d-43d7-babd-7100d0f46818

The following Documents were attached to this filing:

Title	Description	Location
NOTICE OF APPEARANCE	Make a good description here.	C:\Users\ [\Desktop\Test PDF.pdf]

Print View Continue

Subpoena

1. Hover your mouse over the **Miscellaneous** menu tab on the main navigation bar.
2. Hover your mouse over **Subpoena** and single click.



3. Enter in the case details by selecting the county, division, year and case number.
4. Click **Find Case**.

The screenshot shows a web form titled 'Subpoena'. It contains five input fields: 'Select a County:' with a dropdown menu showing '77 - TESTCOUNTY77'; 'Select a Division:' with a dropdown menu showing 'CV - CIRCUIT-CIVIL'; 'Select a Case Year:' with a dropdown menu showing '2012'; 'Enter a Case Number:' with a text box containing '000001'; and 'Select an Extension:' with a dropdown menu showing '00'. A 'Find Case' button is located at the bottom right of the form.

5. Review the case information screen. If the case data that appears on the screen is correct, click **Continue**.

The screenshot shows a web form titled 'Case Information'. It displays the following information: 'County:' with the value '77'; 'Case Number:' with the value 'CV-2012-000001.00'; 'Style:' with the value 'JOE DOE, PETITIONER'; 'JID:' with the value 'PPC'; and 'Filing on behalf of State Agency:' with radio buttons for 'Yes' and 'No', where 'No' is selected. A 'Continue' button is located at the bottom right of the form.

6. Enter the appearance date and time, courtroom location and address.
 - a. *It is important to make sure the courthouse address suggested is correct. If the address suggested is NOT correct please change.*
7. **Highlight the party** requesting the subpoena.
8. Double check before proceeding and edit as necessary.
9. Click **Continue**.

Subpoena

County:

77

Case Number:

CV-2012-000001.00

Style:

JOE DOE, PETITIONER

JID:

PPC

Appear Date:

01/01/2014 9:00:00 AM

Room/Location:

Test Judge Courtroom

If the address below is NOT correct please change!

Address:

Test County

123 Easy Street

City:

Montgomery

State:

AL

Zip:

36695

Choose Requester

C001 - JOE DOE

C002 - TY T T TY

C003 - T

C004 - JOE DOE II

Continue

Adding Witnesses to the Subpoena

10. Select the **appropriate checkbox** for this subpoena. The current options listed within AlaFile are:
 - a. Appear at Trial/Hearing
 - b. Produce Records or Documents
 - c. Appear at Deposition
 - d. Other

11. Select the **Party Type** drop down (business or individual).
12. Select the **Service Type** requested for this subpoena (private processor or sheriff).
13. Type the **Party Information** in the boxes provided (all fields marked with an asterisk (*) are required fields).
14. If needed, **type additional instructions** into the text box.
15. Click the **Add** button. This adds the party to the top.

Add, Edit or Remove Witness

☒ Appear at trial/hearing ☐ Produce records or documents ☐ Appear at deposition ☐ Other

Party*: ☒ Witness

My Parties:

Party Type:

Service Type*:

First Name:

Middle Name:

Last Name:

Suffix:

Address:

Address 2:

City:

State:

Zip Code:

Gender:

SSN:

DOB:

Phone:

Email:

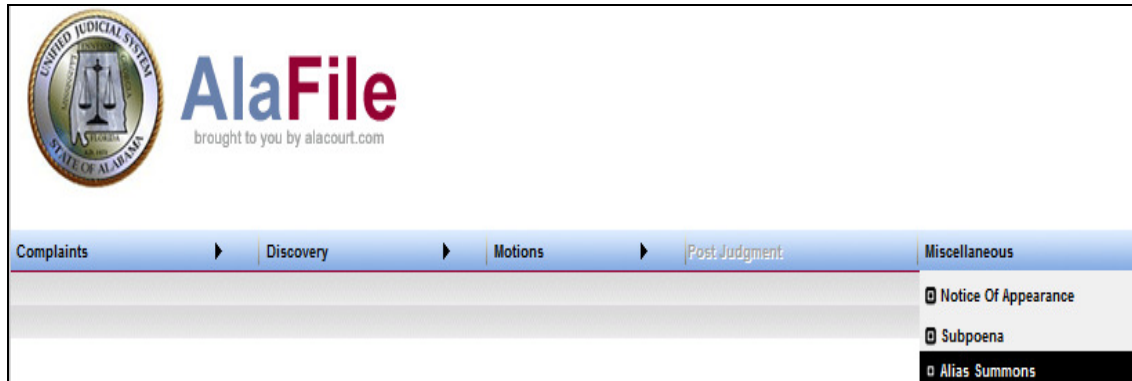
Additional Instructions:

Party	Name	Edit	Delete
No Parties have been added.			

16. Additional witnesses may be added as needed by using the same logic as described above.
17. Verify all information is correct then click **Continue**.
18. At the **Filing Detail** screen, you may attach additional documents by clicking **Add Documents** or file the subpoena by clicking **File Subpoena**.

Alias Summons

1. Hover your mouse over the **Miscellaneous** menu tab on the main navigation bar.
2. Hover your mouse over **Alias Summons** and single click.



3. Enter in the case details by selecting the county, division, year and case number.
4. Click **Find Case**.

The screenshot shows a web form titled 'File Alias Summons'. It contains five input fields: 'Select a County:' with a dropdown menu showing '77 - TESTCOUNTY77'; 'Select a Division:' with a dropdown menu showing 'CV - CIRCUIT-CIVIL'; 'Select a Case Year:' with a dropdown menu showing '2012'; 'Enter a Case Number:' with a text box containing '1'; and 'Select an Extension:' with a dropdown menu showing '00'. A 'Find Case' button is located at the bottom right of the form.

5. Review the case information screen. If the case data that appears on the screen is correct, click **Continue**.

The screenshot shows a web form titled 'Case Information'. It displays the following information: 'County:' with the value '77'; 'Case Number:' with the value 'CV-2012-000001.00'; 'Style:' with the value 'JOE DOE, PETITIONER'; 'JID:' with the value 'PPC'; and 'Filing on behalf of State Agency:' with radio buttons for 'Yes' and 'No', where 'No' is selected. A 'Continue' button is located at the bottom right of the form.

6. Please read the instructions hyperlinked before attempting to e-file an alias summons.
7. To change existing party information, click **Edit** by the corresponding case party name you wish to change. For this example, John Doe's information will be updated.
8. Once the name has been highlighted, the party's address can be changed. Once the address has been updated, click **Update Party**.
9. After the party's information has been updated, an **asterisk** will appear by the name as shown below.
10. The case party(ies) that have been updated will reflect **green**.
11. Once the desired changes are completed, click **Continue**.

File Alias Summons

[Instructions](#)

Parties

Party*: ☒ Plaintiff ☐ Defendant

Party Type: Please Choose Party Type

Service Type*: Please Choose Service Type

First Name:

Middle Name:

Last Name:

Suffix:

Address:

Address 2:

City:

State: AL

Zip Code:

SSN:

DOB:

Phone:

Email:

Add
Clear

	Party	Name	Edit	Delete
Plaintiff	C001	* DOE JOE	Edit	
Plaintiff	C002	TY T T TY	Edit	
Plaintiff	C003	T	Edit	
Plaintiff	C004	JOE DOE II	Edit	
Defendant	D001	JOE DOE TEST	Edit	
Defendant	D002	JIM DOE TEST	Edit	
Income Withholder	H001	EMP	Edit	
Income Withholder	H002	TEST	Edit	
Misc.	X001	PARTY FOR TEST	Edit	

Continue

12. To locate your alias summons, click **Browse**. After locating the document on your computer, attach the PDF Document, make a concise description and click **Continue**.

Add Document(s) - Alias Summons

Attach Document

Browse...

Title:
COPY OF COMPLAINT

Description:
Please type a description of your document.

Add Document **Continue**

13. At the **Filing Detail** screen, you may attach additional documents by clicking **Add Documents** or file the alias summons by clicking **File Alias Summons**. Check and make sure everything is correct and that the correct document has been uploaded. If anything is incorrect, click the **red x** to the right of the document to delete the document before filing.

Filing Detail

County: 77
Case Number: CV-2012-000001.00
Style: JOE DOE, PETITIONER
JID: PPC
Filing: Alias Summons

Title	Description	MB	File Type	
COPY OF COMPLAINT	Make a good description here.	.002	pdf	✖

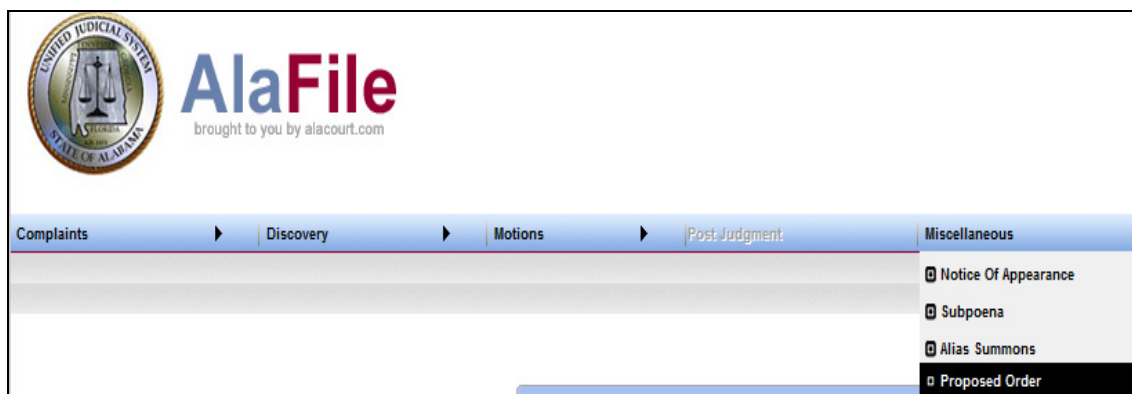
Add Documents **File Alias Summons**

After the transaction is completed, a receipt will be generated. The **E-File Receipt** can be printed or saved by clicking **Print View** and then clicking **Print**.

E-File Receipt						
County:	77					
Case Number:	CV201200000100					
Style:	JOE DOE, PETITIONER					
JID:	PPC					
Document Filed:	ALIAS SUMMONS FILED					
Electronic Document Stamp:	CV2012000001009/26/2012 11:43:21 AMeb2c6fb2-6c4d-4dfc-bcd4-fc85685bfd2					
The following Documents were attached to this filing:						
Title	Description	Location				
COPY OF COMPLAINT	Make a good description here.	C:\Users	s\Desktop\Test PDF.pdf			
Notice of this filing must be served on the following parties:						
Party Number	Name	Address	City	State	Zip	Service
		123 EASY STREET	MONTGOMERY	AL		Certified Mail - By Filer
						<input type="button" value="Print View"/> <input type="button" value="Continue"/>

Proposed Order

1. Hover your mouse over the **Miscellaneous** menu tab on the main navigation bar.
2. Hover your mouse over **Proposed Order** and single click.



3. Enter in the case details by selecting the county, division, year and case number.
4. Click **Find Case**.

File Proposed Order	
Select a County:	77 - TESTCOUNTY77
Select a Division:	CV - CIRCUIT-CIVIL
Select a Case Year:	2012
Enter a Case Number:	1
Select an Extension:	00
Associate Order with	<input checked="" type="radio"/> Case <input type="radio"/> Motion
<input type="button" value="Find Case"/>	

NOTE: The user has the option to file a proposed order that is associated with a **Case** or **Motion**. Depending on the case situation, the attorney can e-file a proposed order as a separate document **or** they can associate the proposed order with a specific motion. Use the **Motion** option when the proposed order relates to a specific motion. Otherwise, select **Case**. In this example, the process for submitting a proposed order as a **Case** separate document in a case will be demonstrated.

5. Verify the case details and click **Create Proposed Order**.

Case Information	
County:	77
Case Number:	CV-2012-000001.00
Style:	JOE DOE, PETITIONER
JID:	PPC
<div>Create Proposed Order</div>	

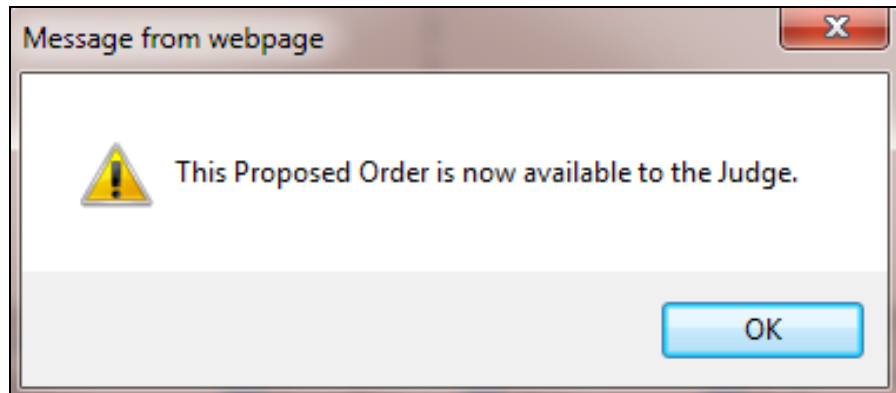
6. Type directly into the body of the order, or cut and paste the proposed order from your word processing program (i.e. Microsoft Word) into the body of the order below.

[illegible]

7. Once the text has been properly entered into the body of the proposed order, make an order title and click **Insert to Filing Details** in the top right corner of the window.

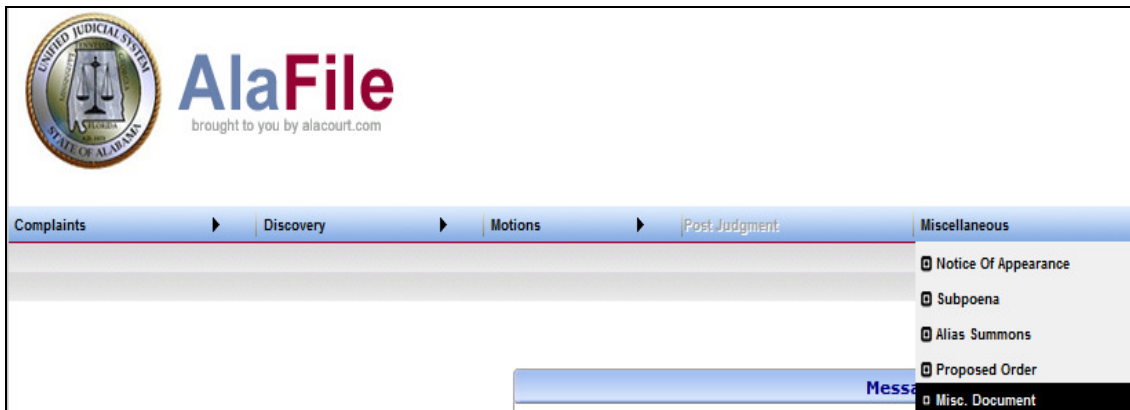
Insert to Filing Details

8. A popup confirmation will appear when the proposed order has been successfully submitted.



Miscellaneous Document

1. Hover your mouse over the **Miscellaneous** menu tab on the main navigation bar.
2. Hover your mouse over **Miscellaneous Document** and single click.



3. Enter in the case details by selecting the county, division, year and case number.
4. Click **Find Case**.

File Miscellaneous	
Select a County:	77 - TESTCOUNTY77
Select a Division:	CV - CIRCUIT-CIVIL
Select a Case Year:	2012
Enter a Case Number:	000001
Select an Extension:	00
Find Case	

NOTE: If attorneys or parties **ARE** registered with AlaFile, then their respective names will display as served electronically. In those instances, service copies are sent electronically to those persons by AlaFile. No further action is needed by the filer for service on these persons.

If the attorneys or parties **ARE NOT** registered with AlaFile, then their respective names will display as needing service by the filer via traditional methods. The filer will need to serve these parties via traditional service methods.

5. Verify the case information then click **Continue**.

Case Information	
County:	77
Case Number:	CV-2012-000001.00
Style:	JOE DOE, PETITIONER
JID:	PPC
Continue	

6. Select the **Party** or **Parties** you are filing for. To select multiple parties, hold down the Control key while clicking on each party represented by the attorney.
7. Click **Continue**.

Choose party(s) to file for

County: 77
Case Number: CV201200000100
Style: JOE DOE, PETITIONER
JID: PPC

Choose Party or Parties you are representing

- C001 - JOE DOE
- C002 - TY T T TY
- C003 - T
- C004 - JOE DOE II
- D001 - JOE DOE TEST
- D002 - JIM DOE TEST
- H001 - EMP

Cancel Continue

- To locate your miscellaneous document, click **Browse**. After locating the document on your computer, attach the PDF Document, make a concise description and click **Continue**.

NOTE: If the document type is not listed in the **Title Drop Down List**, please file the document traditionally. Mislabeling a document during the filing process can cause delays in processing the document.

Add Document(s) - Miscellaneous

Attach Document

Browse...

Title:

- Please Select Title
- EXHIBIT LIST
- WITNESS LIST
- JURY CHARGES
- TRIAL BRIEF
- RULE 26 EXPERT DISCLOSURE
- OFFER OF JUDGMENT
- SUGGESTION OF DEATH
- RETURN ON SERVICE
- NOTICE OF REMOVAL
- STIPULATION OF DISMISSAL


Description:

Please type a description of your document.

You Are Trying To File Is Not Listed

Add Document Continue

9. At the **Filing Detail** screen, you may attach additional documents by clicking **Add Documents** or file the document by clicking **File Miscellaneous**. Check and make sure everything is correct and that the correct document has been uploaded. If anything is incorrect, click the **red x** to the right of the document to delete the document before filing.

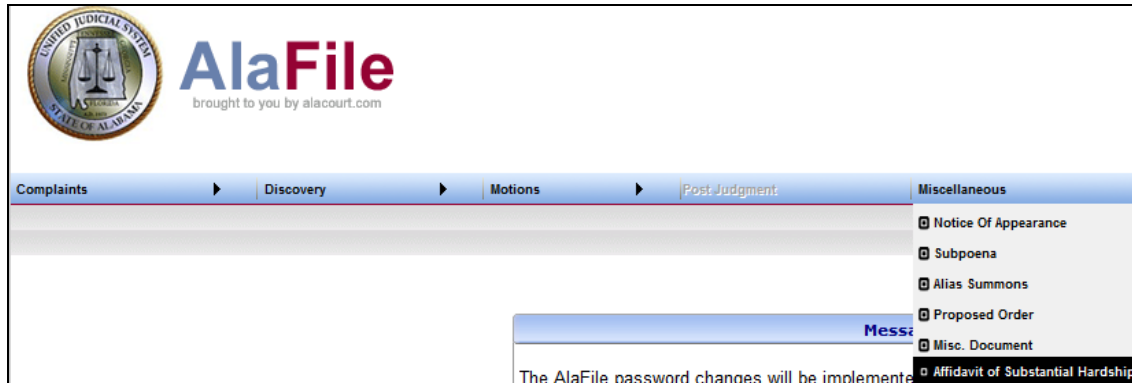
Filing Detail				
County:	77			
Case Number:	CV-2012-000001.00			
Style:	JOE DOE, PETITIONER			
JID:	PPC			
Filing:	Miscellaneous Document			
Title	Description	MB	File Type	
EXHIBIT LIST	Make a good description here	.002	pdf	
<input type="button" value="Add Documents"/>		<input type="button" value="File Miscellaneous"/>		

After the transaction is completed, a receipt will be generated. The **E-File Receipt** can be printed or saved by clicking **Print View** and then clicking **Print**.

E-File Receipt	
County:	77
Case Number:	CV201200000100
Style:	JOE DOE, PETITIONER
JID:	PPC
Document Filed:	EXHIBIT LIST
Electronic Document Stamp:	CV2012000001009/26/2012 11:58:15 AMc873be83-3800-4d26-ba7a-4dfcb85bab21

AFFADAVIT OF SUBSTANTIAL HARDSHIP

1. Hover your mouse over the **Miscellaneous** menu tab on the main navigation bar.
2. Hover your mouse over **Affidavit of Substantial Hardship** and single click.



3. Enter in the case details by selecting the county, division, year and case number.
4. Click **Find Case**.

The screenshot shows a form titled 'File Affidavit of Substantial Hardship'. It contains five input fields: 'Select a County:' with a dropdown menu showing '77 - TESTCOUNTY77'; 'Select a Division:' with a dropdown menu showing 'CV - CIRCUIT-CIVIL'; 'Select a Case Year:' with a dropdown menu showing '2012'; 'Enter a Case Number:' with a text box containing '000001'; and 'Select an Extension:' with a dropdown menu showing '00'. A 'Find Case' button is located at the bottom right of the form.

5. Review the case information screen. If the case data that appears on the screen is correct, click **Continue**.

The screenshot shows a screen titled 'Case Information'. It displays the following case details: 'County:' with the value '77'; 'Case Number:' with the value 'CV-2012-000001.00'; 'Style:' with the value 'JOE DOE, PETITIONER'; and 'JID:' with the value 'PPC'. A 'Continue' button is located at the bottom right of the screen.

6. Select the **Party** or **Parties** you are filing for. To select multiple parties, hold down the Control key while clicking on each party represented by the attorney.

7. Click **Continue**.

The dialog box is titled "Choose party to file for". It contains the following information:

County:	77
Case Number:	CV201200000100
Style:	JOE DOE, PETITIONER
JID:	PPC

Below this information is a section titled "Choose Party or Parties you are representing" which contains a list box with the following items:

- C001 - JOE DOE (highlighted in blue)
- C002 - TY T T TY
- C003 - T
- C004 - JOE DOE II
- D001 - JOE DOE TEST
- D002 - JIM DOE TEST
- H001 - EMP

At the bottom right of the dialog box are two buttons: "Cancel" and "Continue".

8. To locate your affidavit of substantial hardship, click **Browse**. After locating the document on your computer, attach the PDF Document, make a concise description and click **Continue**.

The dialog box is titled "Add Document(s) - Affidavit of Substantial Hardship". It contains the following fields and buttons:

- Attach Document:** A text field showing "C:\Users\ Desktop\Test PDF.pdf" and a "Browse..." button. A red arrow points to the "Browse..." button.
- Title:** A dropdown menu showing "AFFIDAVIT OF SUBSTANTIAL HARI".
- Description:** A text area containing the text "Make a good description here." with a cursor at the end. A red arrow points to the "Continue" button.
- Buttons:** "Add Document" and "Continue" at the bottom right.

9. At the **Filing Detail** screen, you may attach additional documents by clicking **Add Documents** or file the document by clicking **File Affidavit**. Check and make sure everything is correct and that the correct document has been uploaded. If anything is incorrect, click the **red x** to the right of the document to delete the document before filing.

Filing Detail				
County:	77			
Case Number:	CV-2012-000001.00			
Style:	JOE DOE, PETITIONER			
JID:	PPC			
Filing:	Affidavit of Substantial Hardship			
Title	Description	MB	File Type	
AFFIDAVIT OF SUBSTANTIAL HARDSHIP	Make a good description here.	.002	pdf	✖
<div>Add Documents</div> <div>File Affidavit</div>				

After the transaction is completed, a receipt will be generated. The **E-File Receipt** can be printed or saved by clicking **Print View** and then clicking **Print**.

E-File Receipt		
County:	77	
Case Number:	CV201200000100	
Style:	JOE DOE, PETITIONER	
JID:	PPC	
Document Filed:	AFFIDAVIT OF SUBSTANTIAL HARDSHIP	
Electronic Document Stamp:	CV2012000001009/26/2012 12:06:03 PMd72d4d89-1358-4ad9-85f8-639a397ae7b7	
The following Documents were attached to this filing:		
Title	Description	Location
AFFIDAVIT OF SUBSTANTIAL HARDSHIP	Make a good description here.	C:\Users\ \Desktop\Test PDF.pdf
<div>Print View</div> <div>Continue</div>		

MISCELLANEOUS

To e-file an Attorney Fee Declaration please visit the Office of Indigent Defense Services Website (OIDS) at <http://oids.alabama.gov>

CONTACT INFORMATION

Alabama Administrative Office of Courts Information Technology Support Helpdesk
1-866-954-9411 Option 1, then Option 4 or email itsupport@alacourt.gov

WEBSITE INFORMATION

AlaFile Website: <https://alafile.alacourt.gov>

E-Filing Information and Promotional Webpage: <http://efile.alacourt.gov>

The Administrative Office of Courts Webpage: <http://www.alacourt.gov>